

## STATE OF SOUTH DAKOTA CLASS SPECIFICATION

**Class Title: Health Laboratory Section Coordinator**

**Class Code: 040685**

**Pay Grade: GK**

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### **A. Purpose:**

Performs diagnostic testing in support of client needs and current South Dakota Department of Health – Public Health Laboratory (SDPHL) initiatives in the section of forensic chemistry, environmental chemistry, or medical microbiology and serves as a team leader in one of these areas of the state health laboratory.

### **B. Distinguishing Feature:**

The Health Laboratory Section Coordinator provides day to day support for the diagnostic section, acts as a resource for technical and regulatory questions, provides section support for the use of Laboratory Information Management System (LIMS) and Electronic Test Ordering and Result Reporting (ETOR), and performs diagnostic testing in support of SDPHL clients.

### **C. Functions:**

*(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)*

1. Performs diagnostic testing and ensures high quality results and continuity of laboratory services to clients throughout the state.
  - a. Conducts laboratory testing activities and ensures testing is performed according to laboratory policies and standard operating procedures (SOP) as well as safely, consistently, and in agreement with industry best-practice/and or state and federal requirements.
  - b. Determines when testing is performed based on volumes and turn-around time expectations.
  - c. Determines if workflows are in accordance with laboratory policies and SOP and will advise laboratory director or deputy director if corrections need to be made.
  - d. Reviews sample data verifying that results are true and accurate.
2. Oversees quality management including proficiency, competency, and adherence to laboratory policies.
  - a. Works with laboratorians and administrative staff to ensure adherence laboratory policies and standard operating procedures.
  - b. Monitors the use of quality control and/or assurance procedures.
  - c. Supports quality management activities such as data review and validation.
  - d. Contributes to the section specific quality assurance manual.
  - e. Functions as the sections LIMS super-user.
  - f. Supports other initiatives such as LEAN implementation.
3. Manages the daily testing activities to ensure high priority testing or tests with defined turnaround times are completed first and ensures administrative needs of the section are met.
  - a. Prioritizes testing activities and determines how best to support section workflows to achieve high quality and timely diagnostic testing.

- b. Works closely with administrative staff to ensure requisition entry and result reporting occur in a timely manner.
- 4. Plans, organizes, and serves as a lead worker to an assigned laboratory area to ensure the adequacy and accuracy of activities.
  - a. Coordinates daily activities and priorities.
  - b. Consults with staff on methods, problems, or questions.
  - c. Assists in the review of written documentation of procedures or methods.
  - d. Compiles and submits required reports.
  - e. Ensures the maintenance of laboratory equipment.
  - f. Oversees purchasing and inventory of laboratory supplies, reagents, buffers, and gases.
  - g. Serves as the point of contact for equipment malfunction.
  - h. Ensures laboratory organization and cleanliness.
- 5. Performs other work as assigned.

#### **D. Reporting Relationships:**

The incumbent reports to the Deputy Director or Director. Serves as a lead worker over a section of other laboratory staff.

#### **E. Challenges:**

Challenges include the daily management of a high volume of testing which requires an in-depth knowledge of scientific principles, instrumentation, SOP, safety policies and complex workflows; prioritizes testing and administrative tasks; makes workflow and efficiency improving recommendations; helps staff prioritize testing and administrative tasks to meet client needs; determines if a problem is an equipment malfunction or quality control; maintains inventory and organization of laboratory supplies; and ensures appropriate quality control and quality assurance measures are in place and being followed by all staff.

Typical problems include individuals and staff not complying with policies and procedures; notifying service users that test results reported earlier were incorrect or incomplete; interpretation and correct identification of unusual results; and keeping current with new regulatory, intervention, and testing procedures.

#### **F. Decision-making Authority:**

Decisions include the daily management and prioritizing of staff services and resources; determines which testing is performed based on volume and turnaround time expectations, recommends the purchase of new equipment; recommends enhancements to LIMS as the IT needs of the section change; implements the organization and storage strategies based on LEAN principles; and determines when ordering should take place each month.

Decisions referred include equipment malfunction and unusual test results, if testing needs to be discontinued to ensure high priority testing is completed, the need for additional administrative support to ensure testing occurs in a timely manner, changes to current laboratory organization; large or multi-month supply purchases; and referral of staff when work environment becomes disorganized impacting workflows or safety.

**G. Contact with Others:**

Daily contact with the section staff to give direction and guidance.

**H. Working Conditions:**

Works in a laboratory setting with dangerous chemicals and infectious pathogens.

**I. Knowledge, Skills and Abilities:**

Knowledge of:

- Scientific methodology;
- virology, bacteriology, serology, immunology, parasitology, mycology, or mycobacteriology;
- principles and practices of forensic chemistry, environmental chemistry or medical microbiology and analyses;
- CLIA, EPA, and CDC rules, regulations, and standards;
- General Laboratory Practice and safety.

Ability to:

- Assist in the development of methods and or techniques to be used in laboratory analysis;
- Perform standardized and complex tests or analyses;
- Observe and practice safety precautions;
- assist in the planning and organization of the activities of a section;
- work effectively with individuals and groups.